



## 2022-2023 ENTERPRISE MANAGEMENT DEVELOPMENT ACADEMY (EMDA)

### Cancellation and Withdrawal Policy and Procedure

The application/nomination and selection process for EMDA includes advanced notice of selection, and a requirement that the participant accepts or declines. If selected, Academy participants are expected **to block off time on their calendars to attend all sessions as scheduled** and to plan for work and coverage needs during their participation in the program.

This Cancellation/Withdrawal Policy should be viewed as applicable only to **extraordinary situations**. Please be certain to review other relevant sections of the EMDA policies and guidelines.

If a participant must cancel or withdraw enrollment in EMDA, DOA/DPM must be notified **in writing**. This can be done via e-mail at [DOADPMTTraining@wisconsin.gov](mailto:DOADPMTTraining@wisconsin.gov).

#### **CANCELLATION BEFORE START OF ACADEMY:**

If written notice of cancellation is received **ten (10) or more calendar days** prior to the start date of the first academy session, there will be **no cancellation fee**.

#### **WITHDRAWAL AFTER START OF ACADEMY:**

Due to costs incurred, **full course fees** for the entire academy will be billed.

#### **CANCELLATION OF SESSIONS BY EMDA:**

We expect to hold all EMDA sessions as scheduled. If an EMDA session must be cancelled for extraordinary reasons, participants will receive as much notice of cancellation as possible and the session will be rescheduled if possible. Participants should plan to attend the entire academy as scheduled. If a student misses a session, it is the student's responsibility to obtain course materials/notes to be eligible to graduate with their cohort.